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From:	Bimbashi, Erti (DPH)
Sent:	Friday, February 22, 2008 5:13 PM
To:	Rowe, Dan (DPH); Mroszczyk, Alice (DPH); Hobbs, Sylvia (DPH); Anderson, Teresa (DPH); Anderson, William (DPH); Bilansky, Arnold (DPH); Bilodeau, Peter (DPH); Caceres, Isabel (DPH); Caloggero, Dina (DPH); Collins, Rachel (DPH); Foster, Kevin (DPH); Hanchett, Andrew (DPH); Hawk, Elena (DPH); Hood, Malena (DPH); Hume, Beth (DPH); John, Betsey (DPH); Knorr, Robert (DPH); MacMillan, Annie (DPH); Miller, Tracy (DPH); Mitra, Monika (DPH); Murphy, James (DPH); Ohannessian, Dana (DPH); Tran, Loc (DPH); Troppy, Scott (DPH)
Cc:	Diop, Hafsatou (DPH); Thibault, Mark (DPH)
Subject:	Re: Data Liaison Meeting 2/27

Thank you Dan,

Very good observations. I will try my best to address them some time next week.

Erti

----- Original Message -----
From: Rowe, Dan (DPH)
To: Mroszczyk, Alice (DPH); Hobbs, Sylvia (DPH); Anderson, Teresa (DPH); Anderson, William (DPH); Bilansky, Arnold (DPH); Bilodeau, Peter (DPH); Bimbashi, Erti (DPH); Caceres, Isabel (DPH); Caloggero, Dina (DPH); Collins, Rachel (DPH); Foster, Kevin (DPH); Hanchett, Andrew (DPH); Hawk, Elena (DPH); Hood, Malena (DPH); Hume, Beth (DPH); John, Betsey (DPH); Knorr, Robert (DPH); MacMillan, Annie (DPH); Miller, Tracy (DPH); Mitra, Monika (DPH); Murphy, James (DPH); Ohannessian, Dana (DPH); Tran, Loc (DPH); Troppy, Scott (DPH)
Cc: Miller, Tracy (DPH); Diop, Hafsatou (DPH); Thibault, Mark (DPH); Anderson, William (DPH)
Sent: Fri Feb 22 16:15:19 2008
Subject: RE: Data Liaison Meeting 2/27

The following are considerations that may improve navigating the form and minimize errors in data entry.

Thanks

Dan Rowe

1.   End Date text box accepts dates previous to the start date. Should validate end date is not earlier than start date.
2.   Tabbing order in General Info section moves from Supervisor to Phone #. Should move from Supervisor to Site.
3.   The Please give user same rights as: option should be more specific or offer an example of the form of information being requested.

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4.   In the Security Access section, for the Add to the following groups: text boxes: Will staff be given a list of groups their bureau security access is organized by and the folders that group permits the user to have access to?

5.   In the Security Access section, both check boxes under Permissions can be checked, independently; checking one does not clear the other, indicating Full & Read Only access at the same time. Should be set to a radio-button type proprery.

6.   In E-mail section, notation for Mailbox Size: is Mb with a lowercase b for megabits, should be MB with an uppercase B for megabytes. how should the user interpret the $ notation? Is this per

7.   In E-mail section, what is the significance of the $ notation? Cost per MB, per month, budetary. Why would the person need to know this? It may be more valuable to list classess of users who charateristically require 300MB vs. 50MB. The cost of the additional space can then be measured if that's what it is intended for.

8.   E-mail section tabbing order starts in Distribution list; should start in E-mail Account check-box.

9.   Additional section tabbing order should start in check-boxes and navigate through all check-box choices, then go to Software/ Applications. In current form tabbing navigates left to right, alternating between the two sections.

From: Mroszczyk, Alice (DPH)
Sent: Thursday, February 21, 2008 2:03 PM
To: Hobbs, Sylvia (DPH); Anderson, Teresa (DPH); Anderson, William (DPH); Bilansky, Arnold (DPH); Bilodeau, Peter (DPH); Bimbashi, Erti (DPH); Caceres, Isabel (DPH); Caloggero, Dina (DPH); Collins, Rachel (DPH); Foster, Kevin (DPH); Hanchett, Andrew (DPH); Hawk, Elena (DPH); Hood, Malena (DPH); Hume, Beth (DPH); John, Betsey (DPH); Knorr, Robert (DPH); MacMillan, Annie (DPH); Miller, Tracy (DPH); Mitra, Monika (DPH); Murphy, James (DPH); Ohannessian, Dana (DPH); Rowe, Dan (DPH); Tran, Loc (DPH); Troppy, Scott (DPH)
Cc: Miller, Tracy (DPH); Diop, Hafsatou (DPH); Thibault, Mark (DPH); Anderson, William (DPH)
Subject: RE: Data Liaison Meeting 2/27

My sincere apologies – I attached the wrong version. Attached is the latest version of Erti's form. If you are unable to open it, please let Erti know. You may also be able to access this form through our shared directory: S:\Data_Access\Data_Liaisons\IT Draft Documents

Thanks,

Alice

From: Hobbs, Sylvia (DPH)
Sent: Thursday, February 21, 2008 1:56 PM
To: Mroszczyk, Alice (DPH); Anderson, Teresa (DPH); Anderson, William (DPH); Bilansky, Arnold (DPH); Bilodeau, Peter (DPH); Bimbashi, Erti (DPH); Caceres, Isabel (DPH); Caloggero, Dina (DPH); Collins, Rachel (DPH); Foster, Kevin (DPH); Hanchett, Andrew (DPH); Hawk, Elena (DPH); Hood, Malena (DPH); Hume, Beth (DPH); John, Betsey (DPH); Knorr, Robert (DPH); MacMillan, Annie (DPH); Miller, Tracy (DPH); Mitra, Monika (DPH); Murphy, James (DPH); Ohannessian, Dana (DPH); Rowe, Dan (DPH); Tran, Loc (DPH); Troppy, Scott (DPH)
Cc: Miller, Tracy (DPH); Diop, Hafsatou (DPH); Thibault, Mark (DPH); Anderson, William (DPH)

Subject: RE: Data Liaison Meeting 2/27

Erti – Wowie Zowie! That's a real cool automated send of XML fields through PDF to desktop e-mail.

Sylvia D. Hobbs, MPH, Director of Research & Evaluation Bureau of Health Care Safety and Quality Massachusetts Department of Public Health Office of Emergency Medical Services
2 Boylston Street, 3rd Floor
Boston MA 02116-4737
Phone:617-753-7304
Fax: 617-753-7320
cell:781-893-1324
e-mail: sylvia.hobbs@state.ma.us

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From: Mroszczyk, Alice (DPH)
Sent: Thursday, February 21, 2008 1:04 PM
To: Anderson, Teresa (DPH); Anderson, William (DPH); Bilansky, Arnold (DPH); Bilodeau, Peter (DPH); Bimbashi, Erti (DPH); Caceres, Isabel (DPH); Caloggero, Dina (DPH); Collins, Rachel (DPH); Foster, Kevin (DPH); Hanchett, Andrew (DPH); Hawk, Elena (DPH); Hobbs, Sylvia (DPH); Hood, Malena (DPH); Hume, Beth (DPH); John, Betsey (DPH); Knorr, Robert (DPH); MacMillan, Annie (DPH); Miller, Tracy (DPH); Mitra, Monika (DPH); Mroszczyk, Alice (DPH); Murphy, James (DPH); Ohannessian, Dana (DPH); Rowe, Dan (DPH); Tran, Loc (DPH); Troppy, Scott (DPH)
Cc: Miller, Tracy (DPH); Diop, Hafsatou (DPH); Thibault, Mark (DPH); Anderson, William (DPH)
Subject: Data Liaison Meeting 2/27

Following is the proposed agenda for next week's Data Liaison meeting, scheduled for Wednesday, 2/27, 9:00-10:30 in Lobby #1 at 250 Washington Street. If anyone needs to participate by telephone, please let me know and we will try to arrange it.

1) ITS Form (attached)

Erti has designed a form for folder permission requests and changes. Please send comments and be prepared to discuss any recommendations or new ideas on permissions at the meeting.

2) Database surveys

Several surveys have been completed during the last year. We would like to discuss the purposes these serve and solicit your feedback on what should be collected: how the information may be of use to you, the Commissioner's Office, or others; and what would be the most useful and flexible format. We'd also like to work with you as key contacts in collecting information about data held within DPH as well as at offsite locations.

3) Encryption

Discussion of the need to encrypt confidential information on laptops, thumb drives, and other portable media. What is your experience? What tools are available?

Please suggest any other topics or bring questions you would like to share with the group.

Thanks,

Alice

Alice Mroszczyk

Confidential Data Officer

Privacy and Data Access Office

Massachusetts Department of Public Health

250 Washington Street, 2nd Floor

Boston, MA 02108-4619

TEL: (617) 624-5229
FAX: (617) 624-5234
alice.mroszczyk@state.ma.us <blocked::mailto:alice.mroszczyk@state.ma.us>